

SOMMET EDUCATION FOUNDATION SCHOLARSHIP POLICY

MISSION AND ALIGNMENT WITH SDG 4

The Sommet Education Foundation is committed to supporting the United Nations Sustainable Development Goal 4: “Ensure inclusive and equitable quality education and promote lifelong learning opportunities for all.”

The Foundation’s mission is to raise awareness of careers in hospitality, facilitate access to industry jobs, and finance quality education in the hospitality and tourism sectors.

In line with the SDG 4 – Education 2030 goals, the Foundation focuses on providing scholarships and student support for talented young people from disadvantaged backgrounds and vulnerable situations. The Foundation also promotes lifelong learning and women’s empowerment.

GOVERNANCE AND OVERSIGHT FRAMEWORK

Scholarship selection and award decisions are governed by the Sommet Education Foundation’s Board of Trustees.

The Scholarship Selection Committee, a delegated body of the Board, evaluates and recommends scholarship candidates in accordance with this Policy, the Foundation’s statutes, and applicable legal requirements.

The operation and detailed procedures of the Scholarship Selection Committee are governed by its official Terms of Reference, as approved by the Governing Board of Trustees. These Terms of Reference shall be read in conjunction with this Policy.”

The Foundation Executive manages operational coordination, confirms eligibility with participating schools, and issues formal scholarship awards under the oversight of the Board.

For the purposes of this Policy, *Foundation Executive* means the *Executive Vice President* and/or *General Director* as defined in the Foundation Statutes, together with their operational team acting under their authority. This term does not denote a separate governing organ of the Foundation.

The governance structure is therefore:

Board of Trustees → Scholarship Selection Committee → Foundation Executive

ELIGIBILITY CRITERIA

Applicants must meet at least one of the following eligibility criteria:

- Being supported by a United Nations program or agency (UNESCO, UNHCR, UNICEF, UNWTO, etc.)
- Being supported by a recognized non-governmental organization
- Beneficiary of social support programs funded by governments, local authorities, businesses, or foundations
- Having refugee or asylum seeker status
- Facing barriers due to disability
- Being recipients of a secondary school merit-based or general scholarship
- Beneficiary of a state or federal education grant
- Originating from a country listed as “Least Developed” by the United Nations, with a focus on Sub-Saharan Africa, India, and China
- Demonstrating financial need

In addition, applicants must meet the academic requirements defined by the relevant Sommet Education schools and programs. These typically include:

- Minimum age of 17 years at the time of application
- Completion of secondary education or equivalent qualification
- Required level of English proficiency

While the Foundation prioritizes support for youth in certain circumstances, there is no strict upper age limit. Applicants from all age groups, particularly those in vulnerable situations or pursuing lifelong learning (especially women), are encouraged to apply.

Each scholarship or financial aid package may have specific conditions, and eligibility will be examined on a case-by-case basis.

REQUIRED DOCUMENTATION

Applicants must submit a complete application including a Personal Financial Need Statement and at least one or more of the following supporting documents, depending on their situation.

Mandatory

- Personal Financial Need Statement (500–800 words), explaining:
 - Current financial situation
 - Educational and career goals
 - Financial obstacles and impact of the scholarship
 - Number of dependents, household and parental income situation (if applicable)

Supporting Documentation (One or more as applicable):

- Recent payslips or employment letter
- Latest tax return (if available)
- Bank statements showing limited financial resources
- Proof of government social assistance or unemployment benefits
- Family income breakdown, including parental or guardian income (if financially dependent)
- Utility bills or rental statements

Status-Specific Documentation (if relevant):

- Refugee or asylum seeker status confirmation
- Proof of enrolment/support from a UN agency or NGO
- Scholarship or state grant award letters
- Disability certificate or documentation

The Foundation may request additional documentation if necessary to verify information or clarify eligibility.

EVALUATION AND SELECTION PROCESS

The Foundation maintains a transparent, inclusive, and equitable process that aligns with its mission to promote educational access and professional opportunity in the hospitality and tourism industries.

The scholarship evaluation and award process follows these stages:

- 1. Application Submission**
Applicants submit their complete applications to the Foundation by published deadlines.
- 2. Eligibility Verification**
The Foundation Executive reviews applications for completeness and eligibility in line with published criteria.
- 3. Committee Evaluation**
The Scholarship Selection Committee evaluates eligible applications based on academic merit, personal achievement, potential contribution to the hospitality sector, and demonstrated financial need.
- 4. Recommendation and Confirmation**
The Committee recommends selected candidates to the Foundation Executive, providing documented rationale and scoring. The Foundation Executive then confirms academic and behavioural eligibility with the relevant Sommet Education institutions.
- 5. Final Approval**
Final approval of scholarship beneficiaries shall be made by the Governing Board of Trustees in accordance with Article 19(f) of the Foundation Statutes. The Foundation Executive issues the corresponding awards after that approval.

6. Award Issuance

The Foundation Executive issues formal scholarship awards under the oversight of the Board of Trustees.

Note:

- Sommet Education schools may not object to a candidate on discriminatory grounds, including gender, nationality, ethnicity, religion, disability, or socio-economic background.
- All evaluations and decisions are documented and securely maintained for transparency, audit, and compliance purposes.

SCHOLARSHIP SELECTION COMMITTEE COMPOSITION AND APPOINTMENT

The Scholarship Selection Committee is established under the authority of the Governing Board of Trustees and operates in accordance with its approved

Terms of Reference. Members of the Committee are formally appointed by the Governing Board for renewable terms of four years. The Chair of the Committee is appointed by the President of the Foundation, as specified in the Terms of Reference.

The Committee may include both internal representatives of the Sommet Education Foundation and external experts selected for their professional competence and impartiality. Temporary or guest members may be co-opted for specific scholarship cycles or thematic programs, subject to the same standards of confidentiality, integrity, and impartiality.

ROLES AND RESPONSIBILITIES

Entity	Key Responsibilities
Scholarship Selection Committee	Reviews and evaluates applications, recommends candidates for scholarships, ensures fair and transparent selection, and prepares an annual summary report for the Foundation Executive, which consolidates the results and submits them to the Governing Board of Trustees.
Foundation Executive	Verifies eligibility, coordinates with schools, confirms academic and behavioural suitability, issues awards, and maintains official records.
Governing Board of Trustees	Provides oversight, approves Committee membership, and reviews policy and process compliance annually.

COMPLIANCE AND ETHICS

All scholarship operations shall be conducted fairly, transparently, and in compliance with the Foundation's governance framework.

All Foundation operations are carried out in accordance with the Spanish Foundation Act 50/2002 and the Andalusian Act 10/2005 on Foundations, under the supervision of the Foundations Commission of Andalusia.

- **Conflict of Interest:** Committee members and staff must declare any potential conflicts of interest annually and prior to each scholarship cycle.
- **Data Protection:** All applicant information shall be processed in compliance with the EU General Data Protection Regulation (GDPR), the Spanish Data Protection and Digital Rights Act (LOPDGDD), and the Foundation's Data Protection Policy.
- **Integrity and Confidentiality:** All deliberations and data are confidential. Members and staff must act with integrity, impartiality, and confidentiality at all times.
- **Appeals:** The Foundation maintains an accessible appeals procedure for scholarship applicants. Final appeals are referred to the Governing Board. The Scholarship Selection Committee does not participate in the handling or adjudication of appeals, which are managed by the Foundation Executive and referred to the Governing Board when escalation is required.

DOCUMENTATION AND REPORTING

All evaluations, recommendations, and award decisions must be properly documented and securely stored. The Scholarship Selection Committee ensures that all evaluations and recommendations are properly documented and transmitted to the Foundation Executive for secure retention. The Foundation Executive retains official records of all scholarship awards and includes overall outcomes in the Foundation's Annual Report and regulatory filings as required by Spanish authorities.

POLICY REVIEW

This Policy and the Scholarship Selection Committee's Terms of Reference shall be jointly reviewed annually by the Governing Board of Trustees, in consultation with the Foundation Executive and the Committee, to ensure continued alignment and compliance with legal and governance obligations.

Chair, Governing Board of Trustees

Date: 29/10/2025

ANNEX 1 - PERSONAL FINANCIAL NEED STATEMENT (TEMPLATE)

Required Length: 500–800 words

Purpose: To help the Foundation understand your current financial situation and the challenges you face in pursuing quality education.

Introduction (Approx. 1 paragraph)

Briefly introduce yourself by including:

- Your name, country of origin, and current place of residence
- Your academic or career goals in the hospitality or tourism sector
- The specific program you are applying for

Description of Financial Situation (2–3 paragraphs)

Explain your financial background, including:

- Your current source(s) of income, if any
- Whether you are dependent on parents or guardians, and their employment status
- Any significant financial burdens (e.g., illness in the family, debts, loss of employment)
- Whether you are receiving any public assistance or support

Guiding questions:

- What are your family's monthly income and expenses?
- Are there any special circumstances affecting your financial stability?
- Do you have siblings or dependents also in school?

Obstacles to Accessing Education (1–2 paragraphs)

Discuss the specific challenges you face in funding your education, such as:

- How financial limitations have affected your previous or current studies
- Whether you have had to pause your studies or work part-time to support yourself
- If there are no affordable alternatives or support systems available in your country

Why This Scholarship Matters (1–2 paragraphs)

Explain the impact this scholarship would have on your life:

- How it will help you achieve your academic and professional goals
- What would happen if you are unable to receive financial aid

- How you intend to give back (to your community, country, or the hospitality industry)

Conclusion (1 short paragraph)

End with a brief paragraph thanking the Selection Committee and reaffirming your commitment to your educational and professional goals.

Reminder: Please submit any available supporting documents along with this statement, such as payslips, bank statements, proof of government assistance, or other relevant materials that support your application.